

## STATE RECORDS COMMISSION MEETING

### MINUTES

Meeting of April 20, 2022

The April 20, 2022 meeting of the State Records Commission was held virtually via conference call after proper notice had been posted on the website of the Illinois State Archives.

Commission members present were: Chairman David Joens, designee of Secretary of State Jesse White; Jennifer Olaya, representing State Treasurer Michael W. Frerichs; Cortez Gillespie, representing Comptroller Susana A. Mendoza; Sean Coombe, representing Director Janel Forde of the Department of Central Management Services; Ian Hunt, the designee of State Historian's Office and Secretary of the Commission; and Lee Ann Schoeffel, representing Attorney General Kwame Raoul.

Archives staff members present were: Bob Boots, Rochelle Joseph, Carol Moreno, Corinne Mayfield, Josh Hackel, Karen Mizeur, Cathy Popovitch and Travis Schweitzer.

Agency representation were Neil Adams and Cori Pickett with Illinois Department of Transportation; Kelly Griffith and Major Matt Gainer with Illinois State Police; and Ellen Grafton with Secretary of State Drivers Services.

Mr. Joens called the meeting to order at 9:31 a.m.

The first item on the agenda was the approval of minutes of March 16, 2022. Ms. Schoeffel made a motion to approve the minutes as written, seconded by Ms. Olaya. Motion carried unanimously on a roll call vote.

### OLD BUSINESS

There was no old business.

### New Business

The first item on the agenda was Application No. 21-30 Illinois Department of Transportation (All/Agency-Wide). Ms. Schoeffel had a couple of technical matters she wanted to raise. She said in item 1, in the description in the "Note" section, there is reference to the "Public-Private Partnerships for Transportation Act". To be consistent with the other references, she suggested that we add italics there. She also said that the Commission will typically italicize the names of statutes but she did not think the titles for the Administrative Rules are italicized. She suggested removing italics for the titles of the Administrative Rules in items 2 and 4, unless it is the practice to italicize the titles. Mr. Joens said staff will look at past practices and proceed accordingly. Ms. Schoeffel said that in items 4 and 5 there is a list of procurement documents and some are plural and some singular and she suggested changes to be consistent. We should also add "Request for" before "Qualifications". Ms. Schoeffel asked what "channel partners" referred to in Item 1. Mr. Adams said it refers to a type of financial deal involving various entities. Ms. Olaya noted in the

retention of item 3, “cancellation” is misspelled. Ms. Olaya ask IDOT representatives to explain what “close” meant in reference to files. Mr. Adams explained what types of files these are. Ms. Olaya made a motion to approve Application No. 21-30 Illinois Department of Transportation as amended, seconded by Mr. Coombe. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 22-05 Illinois Department of Transportation (Finance and Administration). Ms. Mayfield said that in item 2 the citation for *Governor’s Office of Management and Budget Act (20 ILCS 3005)* needs to be added. In the same item, Ms. Schoeffel recommended removing the italics from “*Statewide Accounting Management System (SAMS)*”. Ms. Schoeffel made a motion to approve Application No. 22-05 Illinois Department of Transportation as amended, seconded by Mr. Gillespie. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 22-04 Illinois Secretary of State (Drivers Services). Ms. Schoeffel noted a typo error in the annual accumulation. There should be a backslash in place of the “1” that is before “60 Megabytes”. She asked if the documents referred to in the retention are the contents of the database or supporting documentation associated with it. Ms. Grafton said it is documentation. Mr. Gillespie made a motion to approve Application No. 22-04 Illinois Secretary of State as amended, seconded by Mr. Hunt. Motion carried unanimously on a roll call vote.

The last item on the agenda was Application No. 22-06 Illinois State Police (Division of Patrol). Ms. Schoeffel asked about pending legislation that would amend the Expressway Camera Act, HB 260. She said the legislation states that video without “hits” is not to be kept longer than 120 days and she asked if this created any conflict with the proposed retention, which is for 90 days. Mr. Joens said there is no conflict, as our proposed retention is the minimum amount of time a video needs to be kept and the 120 days is the maximum amount of time a video is to be kept. During a discussion, Ms. Mayfield and Major Gainer noted that “hits” are hits typically identified immediately. Ms. Mayfield had a change on the citation. She said it should read “*Expressway Camera Act (605 ILCS 140)* and other applicable federal/state laws, rules, and regulations (as currently written and subsequently amended)”. Mr. Hunt made a motion to approve Application No. 22-06 Illinois State Police as amended, seconded by Mr. Gillespie. Motion carried unanimously on a roll call vote.

There were no comments from the public.

Ms. Schoeffel made a motion to adjourn, seconded by Mr. Hunt. Motion carried unanimously on a roll call vote.

The following applications were submitted to the State Records Commission members for consideration.

- 21-30 Illinois Department of Transportation  
(All/Agency-Wide)  
*Approved as Amended*
  
- 22-05 Illinois Department of Transportation  
(Finance and Administration)  
*Approved as Amended*
  
- 22-04 Illinois Secretary of State  
(Driver Services)  
*Approved as Amended*
  
- 22-06 Illinois State Police  
(Division of Patrol)  
*Approved as Amended*